# Sponsoring New Hires on a J-1 Scholar Exchange Visitor Visa

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| **Step 1** Present Offer Letter to Candidate (J-1 Exchange Visitor Scholar) | **DEPARTMENT/DORNSIFE HR/J-1 SCHOLAR**  
- Department submits an **Offer Letter Data Form** to hrrequests@dornsife.usc.edu  
- Dornsife HR drafts and presents approved offer letter to J-1 Scholar via email (dept. and Ops Manager are cc’d)  
- Scholar returns signed offer letter plus pertinent documents | 5-10 business days will depend on how quickly the department approves draft of letter and when Scholar accepts and returns signed letter |
| **Step 2** Begin Visa Application Process (DS-2019 Request) | **DEPARTMENT/DORNSIFE HR/J-1 SCHOLAR**  
- Dornsife HR emails **DS-2019 Request** to Scholar to fill out, and the department for completion of page 3 (Cert. of English Proficiency)  
- Dornsife HR requests the department to send a $250 internal requisition for visa fees | 5-10 business days will depend on how quickly the Scholar and department returns required documents |
| **Step 3** Submit DS-2019 Request to OIS (Office of International Services) | **DEPARTMENT/DORNSIFE HR/OIS**  
- Dornsife HR submits DS-2019 Request to OIS (j1exchg@usc.edu) for processing  
- OIS generates DS-2019 form via SEVIS and notifies Dornsife HR > notifies department that DS-2019 Form is available for pick up at OIS  
- Department sends DS-2019 Form (J-1 Welcome Packet) to Scholar via Fed-ex | 15-20 business days from the submission of a completed DS-2019 request. Completion time subject to change should OIS require additional info/documents or approvals |
| **Step 4** Visa Application by J-1 Scholar | **J-1 SCHOLAR**  
- Receives DS-2019 Form  
- Pays SEVIS fee online  
- Schedules a visa appointment with U.S. Embassy or Consulate | 2-4 weeks will depend on the season and Embassy appointment wait times |
| **Step 5** U.S. Embassy or Consulate Visa Process | **U.S. EMBASSY OR CONSULATE**  
- Reviews visa application during appointment  
- Conducts background security check  
- Issues visa stamp in passport | 1-12 weeks processing time will significantly vary based on country of citizenship, field of study and other factors |

**Estimated Time (subject to change)**  
2 – 6 months
| Step 6 | J-1 Scholar Arrives in the U.S. | J-1 SCHOLAR  
- Receives passport admission stamp indicating “J-1 D/S” or I-94 card at port of entry  
- Checks in with department immediately upon arrival or on their start date  
**DEPARTMENT**  
Please see “Delayed Arrivals and Cancellations Section” for critical info. | Scholar may arrive up to 30 days before start date |
| --- | --- | --- | --- |
| Step 7 | Mandatory “J-1 Check-In” Procedures | DEPARTMENT  
- Department collects check-in documents from Scholar and submits them to OIS  
- For complete instructions, go to [https://ois.usc.edu/j1-scholars/arrival/j-1-check-in-orientation/](https://ois.usc.edu/j1-scholars/arrival/j-1-check-in-orientation/) | Must be done upon arrival or on the Scholar’s start date at USC. Failure to submit check-in documents may result in a loss of J-1 status |
| Step 8 | OIS Reports Arrival Information to Department of Homeland Security (DHS) | OIS  
- Upon receipt of check-in documents from department, OIS will verify that documents are correctly marked  
- OIS will report Scholar’s arrival and U.S. address to DHS in SEVIS which will validate the J record | This step is critical for confirming the Scholar’s legal status in the U.S. |

**Delayed Arrivals and Cancellations**

If the Scholar does not arrive within 15 days from the start date indicated on their DS-2019, a Correction Request is required. Scholars that attempt to enter the US 15 days after their start date could be sent to secondary inspection for questioning or denied entry. The Department must notify Dornsife HR at visas@dornsife.usc.edu immediately.

The Scholar is responsible for notifying their department if they are unable to arrive and complete the check-in process within 15 days from the start date listed on the DS-2019.

Dornsife HR will submit a Correction Request to OIS to amend the start date in SEVIS and issue a new DS-2019. The scholar can enter the US without the new DS-2019 as long as the SEVIS record reflects the new start date.

A Correction Request includes the following:

- An offer letter or an addendum to the existing offer letter which specifies the new start and end date. The dates selected should be for the same duration of the initial DS-2019.
- An Internal Requisition (IR) for $100 to OIS. Please state the name of the scholar & their date of birth on the IR.

If the scholar does not arrive and complete the check-in process within 30 days from the start date listed on the DS-2019, the SEVIS record will become invalid.

**Cancellations**

If the scholar is unable to come to campus for their appointment (change of plans/ denied a visa), please notify OIS. Email j1exchg@usc.edu to CANCEL the scholar’s SEVIS record.